



## **VOLUNTEER FOR LIGHNIGHT LIVERPOOL 2020**

Deadline to apply: 15 April 2020

Would you like to be part of Liverpool's annual one-night arts festival? On Friday 15 May 2020 Liverpool city centre will open its doors until late for the eleventh annual LightNight, a spectacular evening of over 100 free events.

Open Culture are seeking a team of enthusiastic people who have a passion for Liverpool's vibrant arts and cultural scene to help at this year's festival. This is a unique opportunity to be part of one of the most exciting nights in the city's calendar, and to gain experience working in the arts and with cultural venues.

For 2020 visitors of all ages can join in with everything from large-scale light projections and live music to hands-on workshops, dancing, spoken word, street performance, theatre, late-opening exhibitions and walking tours. It's a city-centre wide culture crawl like no other as venues large and small, old and new, galleries, museums and unusual arts spaces stay open late to celebrate the incredible arts and culture on offer here in Liverpool.

Watch the LightNight 2019 highlights reel: <https://vimeo.com/344285888>

### **OPPORTUNITIES:**

All volunteers will need to be available on LightNight itself: 4.30pm – 10pm Friday 15 May 2020 and for one of the briefing sessions which will run 6-8pm on Monday 4 and Tuesday 5 May 2020.

**The deadline to apply is Wednesday 15 April 2020.**

## **VOLUNTEERING ROLES**

### **– VENUE WELCOME TEAM**

A team of volunteers will be selling festival guides and merch in major participating venues. They will also help direct the public and offer recommendations on which venue to visit next. This is an important element of the festival as it helps the public get the most out of the night as well as help raise much-needed funds for LightNight 2021.

### **– AUDIENCE SURVEYS**

We need to find out who is coming to LightNight, why they come and what they thought. This helps us improve the festival, measure the positive impact it has and help us apply for funding to keep the festival going. We'll be asking a team of volunteers to attend a handful of venues on the night to fill out surveys with the public.

### **– HELP WITH AN EVENT**

If you're keen to muck in and help out one of the many event organisers, artists and venues who stage activity on LightNight then let us know. If you're interested in helping with a particular type of event or want to gain experience in a particular role please give us as much detail as you can and we'll aim to match you up with a suitable event.

## **HOW TO GET INVOLVED**

If you are interested, please complete the short online application form:

<https://openculture.wufoo.com/forms/volunteer-for-lightnight-2020/>

Deadline to apply: Wednesday 15 April 2020

We will be in touch as soon as possible after the deadline has passed.

We also request all volunteers share their thoughts on how we could improve the volunteering experience in future. This is done post-event via email to keep your time commitment to a minimum.

## **ABOUT OPEN CULTURE**

Open Culture is a creative social enterprise, which aims to increase the profile of and engagement with arts and culture on Merseyside. We believe that arts and culture improves quality of life and wellbeing for individuals and communities. Open Culture have coordinated LightNight annually since 2010 along with other projects including Tickle the Ivories, the Snowflake Trail, the Winter and Summer Arts Markets and many more.

## **CONTACT**

For more information contact Open Culture on 0151 478 4550 or email [volunteer@culture.org.uk](mailto:volunteer@culture.org.uk)

# **VOLUNTEER CODE OF CONDUCT**

This policy sets out the standards of behaviour that Open Culture expect from you and identifies your rights and responsibilities as a volunteer. Compliance with this Code is one condition of your involvement with us and should be regarded as a minimum standard which you should work to. By working within the guidelines of this Code you will be contributing to the success of Open Culture and our projects.

## **What is expected from volunteers?**

- To act professionally, respectfully, responsibly and welcoming on behalf of Open Culture
- Arrive on time and willing to carry out volunteer tasks as outlined by Open Culture staff to the best of your ability
- Be mindful that you are an ambassador for Open Culture and that you must not act in any way which might create a negative impact on others
- Act honestly, politely and without prejudice
- Be smart, presentable and follow the dress code
- Treat your fellow volunteers fairly, and with support and respect
- Respect your environment by not littering, following in-house working procedures / practices and by treating staff politely
- Don't bring valuables
- Observe the utmost confidentiality in your work and do not disclose any information obtained in the course of your work, unless authorised to do so, to any person either during or at any time after your volunteering with Open Culture.

## **As a volunteer, you have the right to:**

- Be treated with respect by all staff, artists and anyone associated with Open Culture
- Feel supported in your role and be offered help when required
- Equal opportunities and an accessible environment
- Treat your fellow volunteers fairly, and with support and respect
- Notified of all information including any potential changes to your role, times, location and supervisor

## **What you can expect from us?**

- An introduction to Open Culture and your volunteering role
- Pre-event briefing and regular communication prior to your volunteering role
- An experienced management team and a supportive environment throughout your volunteering role
- A work-based learning experience
- Expenses as detailed on your application form
- If necessary, for the event, a festival t-shirt and programme
- Post event volunteer social event to meet others, share feedback and create an ongoing relationship with Open Culture

By accepting a volunteer position with Open Culture, you agree to adhere to the Code of Conduct. If your behaviour is deemed in breach of this code of conduct, your volunteer role will be suspended.